

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: March 28, 2018



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignations                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
This action request pertains to  Elementary (only)                       High School/District Wide

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**Date:**    March 20, 2018

**To:**        Corrina Guardipee-Hall  
                 Superintendent of Schools

**From:**    Emorie Davis Bird  
**Title:**     Director of Human Resources

**Subject: Hiring: Assistant Cook – KW Vina**

**Description:** Lynne Keenan, Food Services Director, would like to recommend the following individual for hire for the 2017-2018 school year:

✚ Julia Thomas, Assistant Cook, KW Vina, (L1/SP), \$12.62/hr.

**Financial Impact:** Per Classified Labor Agreement

**Attachment(s):** Hiring Selection Report

**Superintendent Action:**    Approved  Denied     Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to:



## Browning Public Schools Hiring Selection Report

Position <b>Assistant Cook</b>		Applicant Recommended <b>Julia L. Thomas</b>	
Department/Location KW/Vina		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date TBD	Term 2017-2018 School Year	

<b>Recruiting</b>	Date Posted: 1/2/2018	Closing Date: Open Until Filled
Comments:		

<b>Applicants</b>				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Blackman, Austin	1/18/2018	Yes	Declined
	Kipling, Monica	1/30/2018	Yes	2/26/2018
	Thomas, Julia	1/18/2018	Yes	2/26/2018
	Whiteman, Cecilia	1/2/2018	Yes	Declined

<b>Interview Committee</b>			
Name	Title	Name	Title
Dixie Guardipee	Facilities Secretary		
Brandon Sure Chief	Food Services Site Supervisor		
Yvonne McKenney	Copy Center Operator		

**Recommendation:** Julia has strong kitchen prep qualities that she obtained at Kicking Horse Job Corps studying Kitchen Preparation courses. She also has skills and knowledge in food safety, portion control, following menus/prep list, label and stock ingredients and the importance of keeping a clean and orderly kitchen. She worked in both school and restaurant settings.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	On file	yes	Ok
Criminal background check	Pending	No	Ok
Tribal background check	On file	yes	Ok
TB documentation	on file	Yes	Ok

Salary: \$12.62/hr.	Placement: <u>L1/SP</u>	Contract Days: 189
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Prepared by:     Sherie Blue     Date 3/20/18 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_